

# CLASS PERMISSION SLIP

## Instructions – Semesters

**Class Permission Slips are available in the Office of the University Registrar or regional campus student services offices and are issued to departments and instructors. Class Permission Slips are not issued directly to students.**

To assist you in completing the class permission slip, we have prepared the following guidelines.

Use the class permission slip for the following situations:

1. **Permission is required** from department/instructor to enroll in class and student has obtained permission. Checking this reason **will not** override maximum class size.
2. **Student does not meet requisites** but has permission to enroll in class and enforced requisites are being waived. Checking this reason **will not** override maximum class size.
3. **Class is FULL** but student has permission to enroll in class. NOTE: This student's enrollment **will EXCEED** the class limit.
4. **Permission to add class after the Friday of the first week of the semester.** NOTE: Instructor's permission is required to add a class after the Friday of the first week of the semester. Checking this reason **will not** override maximum class size.
5. **Student has reached maximum repeat/retake limit** but has received permission to enroll in class and maximum repeat/retake limit is being waived. Checking this reason **will not** override maximum class size.
6. **Retaking course in same semester.** Student is taking two sections of the same course in a semester (i.e., takes course first summer session and retakes same course in second summer session). Checking this reason **will not** override maximum class size.
7. **Override Major Set Aside.** This permits a non-major student to enroll in the class in a seat being held for a major. Checking this reason **will not** override maximum class size.
8. **Faculty Permission for Time Conflict:** Instructor gives permission for student to take this class in conflict with a class that is already on the student's schedule. Checking this reason **will not** override maximum class size.

Be sure the following information is COMPLETE prior to signing the class permission slip:

- **Name:** Name of student (last, first, and middle)
- **Identification Number:** Student's person identification number (i.e. P001234567)
- **Class ID:** Prefix, number, and section number of class (i.e. Econ 1040, Section 100).
- **Class Number:** Unique four- or five-digit number (**CHANGES EACH TERM**)
- **Credit Hours:** Credit hours for the class (i.e., 3 hours)
- **Audit:** If student is taking the class for audit, the student must initial the class permission slip to indicate he/she wants to register for this class for audit. If this is not initialed by the student, he/she will be registered in this class for credit.
- **Term and Academic Year:** Term (i.e., Fall) and Academic Year (i.e., 2012-13).
- **Check a reason for using the class permission slip.** Be sure to check all reasons that apply (i.e., if the student does not meet the requisite and the class is full, both reasons must be checked).

Optional Expiration Date:

- **Expiration Date:** To be assigned by the instructor. (Use this if you need to track your enrollment closely and you want the student to have the class permission slip processed during priority registration rather than waiting until after the semester begins.)

Required Signatures:

- **Instructor or Department Chair**
  - **Approval:** Signature of instructor or department chair.
  - **Dept.:** Department of instructor or chair.
  - **Date:** Date the instructor or department chair signed the class permission slip.
- **Student**
  - When processing a class permission slip, the student is required to sign under the box acknowledging their legal obligation to pay tuition and fees for the class.  
Note: For departments processing class permission slips for students at a distance for whom it is

not possible to obtain a signature, please retain in your office an email from the student (preferably from their Ohio University email address) with the student's request to be registered in the class. **Please note on the student signature line "documentation on file."**

Things to Remember:

- **Do complete the class permission slip thoroughly as described above.**
- **Do not hand out blank class permission slips.**
- **Do not sign a blank class permission slip and give it to the student. All information should be complete before the class permission slip is signed/approved.**
- **Do request that the student bring the class permission slip to Registrar Services, first floor, Chubb Hall, for processing (or appropriate department/school if they are willing to process the class permission slips).**
- **Do not complete the class permission slip if the student is able to register using My OHIO Student Center (i.e., one of the above conditions must apply).**
- **Do mark all reasons for using the class permission slip; don't leave it up to the student to mark the reason(s).**
- **Please be aware that the Registrar's Office cannot process a class permission slip if the student has a hold on his/her record.**
- **Please be aware that if the student does not bring the class permission slip to Registrar Services for processing in a timely manner and the class reaches maximum enrollment, we will return the class permission slip to the student with "Class is Full" circled. The student will need permission from the instructor to exceed the class limit before the class permission slip can be processed.**
- **Please be aware that the Registrar's Office does not give blank class permission slips to students. Students are referred to either their instructor or the department/school offering the class to obtain a class permission slip.**
- **Do call 593-4495, if you have any questions.**

Deadlines:

- **Class adds must be processed by the Friday of the second week of the semester.**
- **Class adds between the Friday of the first week and the Friday of the second week must have "Permission to add class after the Friday of the first week" checked in addition to any other reasons that may apply.**
- **Class adds after the Friday of the second week must be processed through the college student services office for undergraduate classes and through Graduate College for graduate classes.**

Maximum Hours:

- **Undergraduate Students:** Students may register for 20 hours without permission. If the student wants to take more than 20 hours the student needs permission from his/her college student services office. The college student services office should complete the Permission to Exceed Maximum Hours form. An extra hour fee is charged for each hour beyond 20. If the student is granted permission to exceed 20 hours, the Permission to Exceed Maximum Hours form should be returned to the Office of the University Registrar.
- **Graduate Students:** Students may register for 18 hours without permission. If the student wants to take more than 18 hours the student needs permission from the Graduate College, Research and Technology Center. Graduate College will complete the Permission to Exceed Maximum Hours form. An extra hour fee is charged for each hour beyond 18. If the student is granted permission to exceed 18 hours, the Permission to Exceed Maximum Hours form should be returned to the Office of the University Registrar.



Office of the  
University Registrar

August 2012